



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Tele-Conference  
Monday, March 23, 2020, 6:30 pm  
Minutes\*

**Present: Chairman Steve French, Vice Chairman Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond**

**Staff: Danielle Loring (Administrator), Sara Farris (Town Clerk) and James Allen (Fire Chief)**

1. **Call to Order:** Chairman French called the meeting to order at 6:30pm and a quorum was present. Mrs. Loring explained that in order to comply with the new requirements that all votes would need to be taken by roll call.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **March 9, 2020**

MOTION: Lisa Cesare motioned to accept the minutes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 by roll call)

- b. **March 12, 2020 – Special Workshop**

MOTION: Lisa Cesare motioned to accept the minutes from the special workshop; second by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 by roll call)

4. **Warrants**
  - a. **Payroll Expense Warrant – March 23, 2020**
  - b. **Treasurer's Warrant – March 23, 2020**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$20,747.85 and the Treasurer's Warrant in the amount of \$167,973.00; seconded by Lisa Cesare.

DISCUSSION: Danielle Loring stated that the Treasurer's Warrant included the payment for the Fire Truck in the amount of \$100,000 and the payment for the Backhoe.

VOTE: UNANIMOUS APPROVAL (5/0 by roll call)

## **5. New Business**

### **i. Coronavirus (COVID-19) Update and Continued Planning**

Mrs. Loring summarized the efforts to maintain operations while ensuring the health and safety of staff and patrons. The adaptations made included changes to hours and hygiene practices between customers and limitations to the number of customers allowed in the lobby. Plan is to continue these practices until they are no longer effective. There may be additional changes to staffing dependent on how things evolve.

Mrs. Loring continued that she was concerned with revenue projections for the upcoming year because she did not anticipate that they would be getting as much from Excise Tax or Revenue Sharing due to the downturn in sales and the Governor's order to waive requirements until after the emergency was declared over.

Mrs. Loring also relayed concerns from Minot-Hebron Athletic Association (MHAA) about use of the fields. The Board did not feel that they would restrict access to the fields at this time but would expect them to follow any orders regarding social distancing.

### **ii. Consideration of Agreement with Central Maine Power (CMP) for LED Streetlight Conversion**

Mrs. Loring presented an agreement from CMP to convert the streetlights in Town to LED. This was similar to the existing agreement that CMP would maintain the lights, but it required the Town to pay CMP back for the cost of lights and installation if they choose to end the agreement within fifteen (15) years. The conversion would result in an annual savings of \$66.48.

MOTION: Lisa Cesare motioned to approve entering into the agreement for the CMP LED conversion; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 by roll call)

## **6. Department Head Updates**

### **a. Clerk's Report as Submitted by Sara Farris, Town Clerk**

Mrs. Farris added that she was comfortable with the current arrangement to conduct business and thanked the Board for their support.

### **b. Fire Department Update – James Allen, Fire Chief**

Chief Allen explained that he had placed restrictions on the Fire Department, such as no firefighters on EMS calls, in order to limit those who may be exposed to the COVID-19 virus. He had also installed sanitation stations in each of the buildings.

## **7. Town Administrator's Report**

## **8. Selectmen Comment**

## **9. Public Comment**

**10. Next Meeting Dates**

**a. April 6, 2020 – Confirmed**

Mrs. Cesare would send out a link for teams.

**11. Adjournment**

MOTION: Brittany Hemond motioned to adjourn; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0 by roll call)

The Board adjourned at 7:16pm.

**X**

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Steve French, Chairman

**X**

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Daniel W. Gilpatric, Vice Chairman

**X**

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Daniel Callahan, Jr.

**X**

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Lisa Cesare

**X**

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Brittany Hemond